AUBURN
Human Resources

Sr Spec, Payroll & Employee Benefits

Job Description

JOB INFORMATION

Job Code	ED46
Job Description Title	Sr Spec, Payroll & Employee Benefits
Pay Grade	HR08
Range Minimum	$51,470
33rd %	$61,770
Range Midpoint	$66,910
67th %	$72,060
Range Maximum	$82,350
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/5/2023

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Payroll

JOB SUMMARY

Performs payroll and benefits-related functions, including benefits administration, payroll processing, payroll tax compliance, and associated reporting in a high-volume environment

RESPONSIBILITIES

- Determines benefits eligibility, enrolls eligible employees in benefits and codes deductions and taxes for all employees
- Processes payrolls which includes calculation of net pay and calculates overpayments, ensuring payrolls are issued properly and on time
- Ensures the balancing of accounts, reports and disbursements of deductions to vendors. Supervises, edits, updates and inputs the appropriate accounting and journal entries. Enters, balances and maintains related files and records
- Communicates with employees to inform and advise about confidential matters, policies, procedures and regulations in regards to both payroll and benefit issues
- Ensures billing for missed premiums and handling cash/check/payments
- Supervises, edits, updates, and inputs the appropriate accounting and journal entries
- Maintains, revises, and audits plan and tax documents ensuring they are maintained within IRS rules and regulations
- Serves as payroll liaison on all Selerix-related matters; including but not limited to attending Selerix meetings, coordinating changes and edits to Selerix, advises payroll management on changes or enhancements to the Selerix platform
- Serves as outreach person and liaison with department timekeeping contacts and for all payroll-related duties, focusing on AUM. Assist in Kronos-specific training to university employees. Manages changes/edits in Kronos during the payroll process. Serves as back-up to run payroll extract and accruals in Kronos for all pay cycles
- Serves as back up in the management and direction of the daily operation of the payroll department, to include accurate and timely payroll processing for all pay cycles, as well as accurate and timely submission to tax agencies, vendors, and banks. Team lead to Payroll Specialist in the absence of the Assistant Payroll Manager, including but not limited to training new Payroll Specialists on their related responsibilities

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or Equivalent	and	8 years of	Experience in payroll processing, taxes, and employee benefit administration	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of FLSA requirements, tax regulations, payroll procedures, security/privacy protocols, coupled with strong mathematical, organizational, time-management, and communication skills applicable to supporting the Payroll function	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching					X	
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.